Job Title: Legal Assistant

**Department:** Legal Services

**Immediate** 

**Supervisor:** Various

| <b>Origination Date:</b> | 07/01/2001 |
|--------------------------|------------|
| <b>Revision Date:</b>    | 08/07/2013 |
| Job Grade                | 805        |
| FLSA Status              | Non-Exempt |

#### **BRIEF DESCRIPTION OF THE JOB:**

Provides direct legal and administrative assistance to the City Attorney or City Prosecutor's Office. Conducts case management, researches legal issues, drafts legal memorandums and documents, compiles statistics, prepares reports, and provides information and assistance as requested. Serves on various city and office committees and coordinates and manages department projects and programs.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

|   | Physical<br>Strength<br>Code | ESSENTIAL FUNCTIONS   |
|---|------------------------------|---|
| 1 | S                            | Performs case work by preparing and documenting files from case inception to final disposition and storage; process and respond to disclosure requests; provides information and assistance to internal and external customers; conducts legal research; prepares motions, complaints, legal documents, petitions, subpoenas, discovery requests, and letters; assists the Legal Services Coordinator with legal correspondence as needed; obtains case criminal history reports/prior convictions and certified records in and out of state; obtain DUI blood analysis and crime lab reports, notes, controls, calibration and function/accuracy records from AZDPS; monitor probation case files; process and respond to disclosure requests; provides information and assistance to internal and external customers; assists the Prosecution Staff Assistant with victim correspondence as needed; assists prosecutors with preparation before trial and during trial. |
| 2 | S                            | Assists in scheduling depositions and meetings; schedules and participates in officer, victim, and witness interviews; processes and distributes mail; manages and orders supplies; acts as a receptionist as needed; screens telephone calls and requests for information; routes inquiries to appropriate staff member, department or agency; maintains statistical records; compiles reports; manages the input of timesheets; tracks and monitors requests for Legal Services Department; completes assigned projects as needed.  |
| 3 | S                            | Demonstrates a continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality seamless customer service; assists in developing and documenting policies and procedures.  |

|    | Physical<br>Strength<br>Code | ESSENTIAL FUNCTIONS   |
|----|------------------------------|---|
| 4  | S                            | Researches a variety of legal issues using Lexis Nexis, the internet, hard copy statutes, case law, rules and procedures; drafts pleadings presenting persuasive legal and factual arguments citing appropriate authority; researches, responds to, and tracks bankruptcy notices as needed and/or motions for depositions; oversees lien filings in conjunction with the finance department; writes clearly and effectively with good organization and grammar; proof reads various legal documents; calulates and schedules filing deadlines and files legal documents in appropriate court in a timely manner; responds to discovery requests; organizes legal files for attorneys; organizes and tracks matters received from other departments; coordinates, prepares, organizes, and tracks conflict cases referred to and received from other jurisdictions. |
| 5  | S                            | Performs general financial and accounting procedures for the department by reconciling department monthly credit cards and department credit card purchases, initiating purchase requests and receipting goods and services within the purchasing system; monitor/update case management system.  |
| 6  | S                            | Assists department with report preparation, special projects and activities, COACs, ordinances and resolutions, presentations, operational and strategic plans, and customer requests for information. Assists management staff with follow up work on assignments within the department.   |
| 7  | S                            | Reviews and evaluates budget requests; monitors expenditures; makes budgetary recommendations; assists with budget preparation to include supplemental justifications, estimates, and expenditures: oversees the internal controls for purchasing and inventory on H.T.E.; provides technical support on H.T.E. to staff; reconciles department monthly credit cards and department credit card reports; track and process discovery cost received; monitor/update case management system   |
| 8  | S                            | Coordinates and manages divisional operations by training new employees; assists department with records management and the paper and electronic filing system, and assists with master filing system and record retention.   |
| 9  | S                            | Involved with city committees and or teams by attending meetings, performing assigned tasks and working in cooperation with other city employees for a common goal.   |
| 10 | S                            | Provides coverage for Legal Services Coordinator and Staff Assistant and support to others within the department as necessary.  |

## **JOB REQUIREMENTS:**

| IOD DECLIDEMENTS                          |   |  |  |  |  |
|---|---|--|--|--|--|
| JOB REQUIREMENTS                          |   |  |  |  |  |
| Formal Education /<br>Knowledge           | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.   |  |  |  |  |
| Experience                                | Minimum five years experience in a related field.   |  |  |  |  |
| Certifications and Other Requirements     | Valid Driver's License and the ability to become ACJIS certified (in Prosecution).  |  |  |  |  |
| Reading                                   | Work requires the ability to read and comprehend legal documents, motions, pleadings, council actions, resolutions and ordinances, contracts, development agreements, policies and procedures, court rules, statutes and various case law.  |  |  |  |  |
| Math                                      | Work requires the ability to comprehend and prepare budget requirements, statistical reporting processes, expenditures, and timesheet input procedures.   |  |  |  |  |
| Writing                                   | Work requires the ability to write legal documents, motions, pleadings, memorandums, council actions, resolutions or ordinances, contracts, and development agreements.   |  |  |  |  |
| Managerial                                | Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.  |  |  |  |  |
| Policy/Decision<br>Making                 | Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.   |  |  |  |  |
| Technical Skills                          | Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.  |  |  |  |  |
| Interpersonal / Human<br>Relations Skills | Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |  |  |  |  |

## **Physical Demands**

**Frequency Code Scale** 

| N = Never    | R = Rarely            | O = Occasionally      | F = Frequently              | C = Constantly          |
|--------------|-----------------------|-----------------------|-----------------------------|-------------------------|
| Never occurs | Less than 1 hour/week | Up to 1/3 of the time | From 1/3 to 2/3 of the time | 2/3 or more of the time |

| Physical          | Frequency Code                  | Description:  | Physical            | Frequency Code                  | Description:  |
|-------------------|---------------------------------|---|---------------------|---------------------------------|---|
| Demand            | (Mark only one)                 | (Check all that apply)  | Demand              | (Mark only one)                 | (Check all that apply)  |
| Standing          | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | ☐ Making presentations ☐ Observing work site ☐ Observing work duties ☒ Communicating with co-workers                  | Pushing/<br>Pulling | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | <ul><li>☑ File drawers</li><li>☐ Equipment</li><li>☐ Tables and chairs</li><li>☐ Hoses</li></ul>                          |
| Fine<br>Dexterity | □ N<br>□ R<br>□ O<br>□ F<br>☑ C | <ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☐ Calibrating equipment</li></ul> | Climbing            | □ N<br>□ R<br>□ O<br>□ F<br>□ C | ☐ Stairs ☐ Ladders ☑ Step stools ☐ Onto equipment   |
| Walking           | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | <ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>   | Vision              | □ N<br>□ R<br>□ O<br>□ F<br>⊠ C | <ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☐ Driving</li><li>☐ Observing work site</li></ul>                     |
| Lifting           | □ N<br>□ R<br>⊠ O<br>□ F<br>□ C | ⊠ Supplies     □ Equipment     ⊠ Files  | Foot<br>Controls    | □ N<br>□ R<br>□ O<br>□ F<br>□ C | <ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>                            |
| Carrying          | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | ⊠ Supplies     □ Equipment     ⊠ Files  | Balancing           | □ N<br>□ R<br>⊠ O<br>□ F<br>□ C | ☐ On ladders ☐ On equipment ☒ On step stools  |
| Sitting           | □ N<br>□ R<br>□ O<br>□ F<br>☑ C | ☑ Desk work ☑ Meetings □ Driving  | Bending             | □ N<br>□ R<br>☑ O<br>□ F<br>□ C | <ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☒ Making repairs</li></ul> |
| Reaching          | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | <ul><li>☒ For supplies</li><li>☒ For files</li></ul>  | Crouching           | □ N<br>□ R<br>⊠ O<br>□ F<br>□ C | <ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>                          |
| Handling          | □ N<br>□ R<br>□ O<br>□ F<br>☑ C | ☑ Paperwork ☐ Monies  | Hearing             | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | <ul><li>☑ Communicating via telephone/radio, to co-workers/public</li><li>☐ Listening to equipment</li></ul>              |
| Kneeling          | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | <ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>                      | Twisting            | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | <ul><li>☒ From computer to telephone</li><li>☐ Getting inside vehicle</li></ul>   |
| Crawling          | □ N<br>⊠ R<br>□ O<br>□ F<br>□ C | ☐ Under equipment ☐ Inside attics/pipes/ditches   | Talking             | □ N<br>□ R<br>□ O<br>⊠ F<br>□ C | ☑ Communicating via telephone/radio, to co-workers/public   |
| Other             |                                 | (Explain)   |                     |                                 |   |

| <b>Physical Demands (continue</b>  | <b>ed</b> ) |             |            |                     |    |                       |     |            |
|--|-------------|-------------|------------|---------------------|----|-----------------------|-----|------------|
| Machines, Tools, Equipmen  | t and Work  | Aids:       |            |                     |    |                       |     |            |
| Telephone, Fax Machine, Calculator, C  |             |             |            |                     |    |                       |     |            |
| ,  | - F , —     |             |            |                     |    |                       |     |            |
|  |             |             |            |                     |    |                       |     |            |
| Computer Equipment and S   | oftwara     |             |            |                     |    |                       |     |            |
| Personal Computer, Printer, Microsoft 1  |             |             |            |                     |    |                       |     |            |
| Personal Computer, Printer, Microsoft  | Products    |             |            |                     |    |                       |     |            |
|  |             |             |            |                     |    |                       |     |            |
|  |             |             |            |                     |    |                       |     |            |
| <b>Environmental Factors:</b>  |             |             |            |                     |    |                       |     |            |
| Environmental Condition  | ons         | Never       | Seasonally | Several T<br>Per Mo |    | Several Ti<br>Per Wee |     | Daily      |
| Extreme temperature  |             | $\boxtimes$ |            |                     |    |                       |     |            |
| (heat, cold, extreme temp. changes fr<br>work)   | om outside  |             |            |                     |    |                       |     |            |
| Wetness and/or humidity  |             | ×           |            |                     |    |                       |     |            |
| (bodily discomfort from moisture)  |             |             |            |                     |    |                       |     |            |
| Respiratory hazards<br>(fumes, gases, chemicals, dust and d  | irt)        | X           |            |                     |    |                       |     |            |
| Noise and vibration  |             | ×           |            |                     |    |                       |     | П          |
| (sufficient to cause hearing loss)   |             |             |            |                     |    |                       |     | Ш          |
| Physical hazards<br>(high voltage, dangerous machinery,<br>prisoners, patients – <u>not customers</u> )                                  | X           |             |            |                     |    |                       |     |            |
| Health and Safety Condition  | 16.         |             |            |                     |    |                       |     |            |
| Health and Safety Conditions   | N = Never   | R = Rarel   | v O = O    | ccasionally         | F= | Frequently            | C = | Constantly |
|  | Never       | Less than   |            | r more of           |    | n 1/3 to 2/3          |     | or more of |
|  | occurs      | hour per we | eek th     | e time              | of | the time              | 1   | the time   |
| Mechanical hazards   | X           |             |            |                     |    |                       |     |            |
| Chemical hazards   | X           |             |            | <u></u>             |    |                       |     |            |
| Electrical hazards Fire hazards  | X           |             |            |                     |    |                       |     |            |
| Explosives   |             |             |            |                     |    |                       |     |            |
| Communicable diseases  |             | $\boxtimes$ |            |                     |    |                       |     |            |
| Physical danger or abuse   |             | ×           |            |                     |    |                       |     |            |
| Other (specify)  |             |             |            |                     |    |                       |     |            |
| Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify) | d Centers   |             |            |                     |    |                       |     |            |
| Protective Equipment Requ  | ired:       |             |            |                     |    |                       |     |            |

### **Job Demands**

### **Overall Strength Demands:**

| Overall Strength Demands   |  |  |  |  |
|--|--|--|--|--|
| Exerting up to 10 pounds occasionally or negligible weights frequent sitting most of the time. |  |  |  |  |
| □ Light  | Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree. |  |  |  |
| ☐ Medium   | Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.  |  |  |  |
| ☐ Heavy  | Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.   |  |  |  |
| ☐ Very Heavy   | Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.  |  |  |  |

## **Non-physical Demands:**

| Non-physical Demands                          | Frequently | Occasionally | Rarely | Never |
|---|------------|--------------|--------|-------|
| Time Pressures                                | X          |              |        |       |
| Emergency Situations                          |            |              | ×      |       |
| Frequent Change of Tasks                      | X          |              |        |       |
| Irregular Schedule/Overtime                   |            | ×            |        |       |
| Performing Multiple Tasks Simultaneously      | ×          |              |        |       |
| Working Closely with Others as Part of a Team | X          |              |        |       |
| Tedious or Exacting Work                      | ×          |              |        |       |
| Noisy/Distracting Environment                 |            | ×            |        |       |
| Other (Describe below.)                       |            |              |        |       |

#### **EXPECTED BEHAVIOR:**

### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

| have reviewed this job analysis and is emands of this job. | its attachments and find it to be an accu | rate description of t |
|--|---|-----------------------|
|  |   |                       |
|  | Signature of Employee                     | Date                  |
| Job Title of Supervisor                                    | Signature of Supervisor                   | Date                  |
| Job Title of Department Director                           | Signature of Department Director          | Date                  |
| omments:   |   |                       |

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.